

OLC RECORD COPY

OLC 78-3469  
17 November 1978

*G. Smith*

MEMORANDUM FOR: All OLCers

FROM

[REDACTED]

Chief, Coordination and Review Staff

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SUBJECT

: Request From Members for CIA Documents on the  
DOCEX Listings

1. As the result of discussions that [REDACTED] Congressional Support Staff, NFAC, had with CIA document acquisitions people and our liaison at the Library of Congress, the following procedures will be followed in handling requests from Members of Congress for CIA documents on the DOCEX listings:

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A. All requests received by OLC from Members of Congress will be referred to [REDACTED] office for handling.

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B. All documents less than two years old will be furnished by the Agency to the Members through OLC.

C. Documents over two years old will be provided by the Library of Congress directly to the Members. [REDACTED] has the assurance from the Library of Congress that they will expedite all requests.

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2. The above procedures apply only to requests from Members of Congress for documents for their personal use. Members requesting documents on behalf of constituents will be referred to the Library of Congress for handling. If there are any questions as to the handling of DOCEX documents, they should be referred to [REDACTED]

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Distribution:

1 - each OLCer  
1 - OLC Subject  
1 - OLC Chron

OLC:PLC:jms (17 Nov 1978)

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MORI/CDF